

## CAGING PROCEDURES PERFORMED BY MACKENZIE



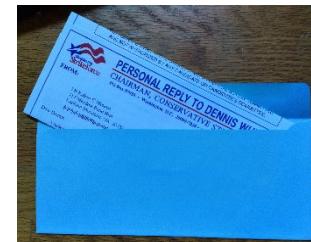
**Mail received at Mackenzie Box (2776 S. Arlington Mill Dr #806, Arlington VA)**



**Mail picked up by Mackenzie and driven to office for processing.**



**Count & sort mail by envelope size and/or mailcode.**



**Open envelopes and extract contents.**

## CAGING PROCEDURES PERFORMED BY MACKENZIE



Checks



Cash



Credit Cards

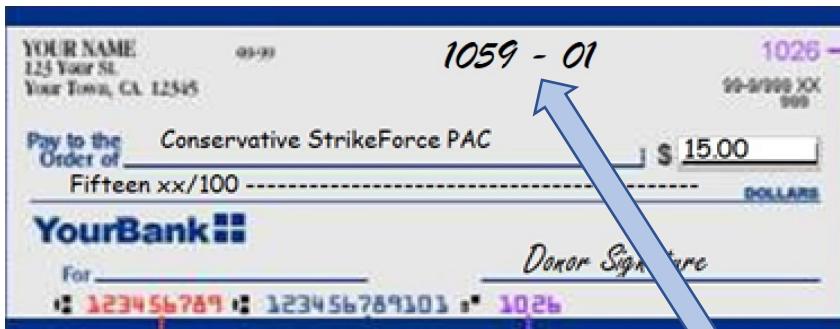


Non-Donors

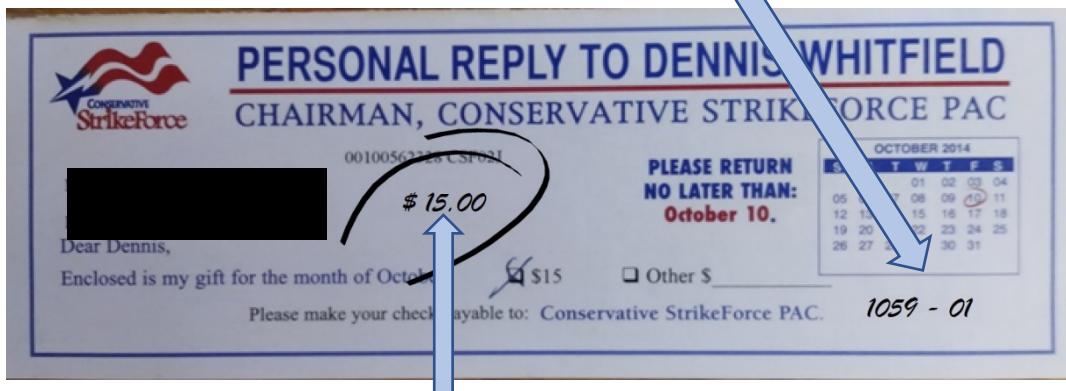
**Organize contents by donor checks, cash, credit card and non-donor correspondence.**



**Begin the batching process, starting with donations by check.**



Every deposit is assigned a sequential batch number, in this case #1059 and each check within the batch is assigned a sequence number, beginning with 01. The batch and sequence numbers are written on the check and the response device.

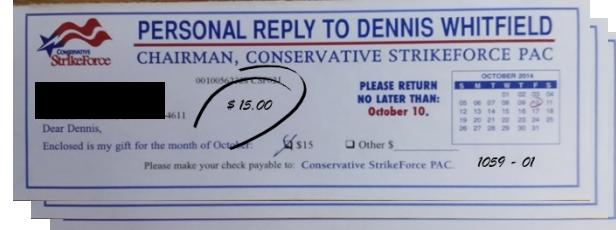
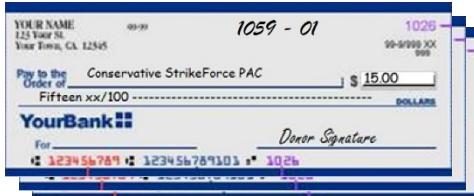


**Check amount is written on the response device and circled.**



## CAGING PROCEDURES PERFORMED BY MACKENZIE

**Separate checks from response devices and balance.**



Total checks (50) = \$ 2,383.00

Total response devices (50) = \$ 2,383.00

After balancing, create deposit ticket.

Batch number #1059

Deposited With:  
Wells Fargo Bank N.A.  
4651 King Street  
Alexandria, VA 22302

To the Account of:  
American Conservative StrikeForce  
Attn: Scott B. Mackenzie, Treasurer  
2776 S. Arlington Mill Drive, #806  
Arlington, VA 22206

8/2/2013

DATE {DEPOSITDATE}

Checks (50) 2,383.00

< TOTAL >

\$2,383.00

Deposit Ticket

Stamp an endorsement on the reverse side of every check.

**FOR DEPOSIT ONLY**

StrikeForce a/c # 2000055397258

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### Begin the batching process for cash donations.

Few donors send cash contributions these days and those who do generally are older donors who send small donations of less than \$20. Typically these donations are one or two dollar bills.



Assign batch and sequence numbers to each response device. Count the cash and write "CASH" followed by the amount and circle it.

### URGENT REPLY TO JOHN BOLTON

c/o Conservative StrikeForce  
2776 South Arlington Mill Drive, # 806  
Arlington, VA 22206

[www.conservativestrikeforce.com](http://www.conservativestrikeforce.com)



Ambassador Bolton:

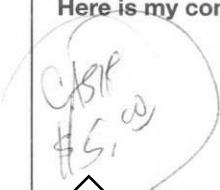
I agree with you completely. Every conservative must stand with Scott Walker and fight these liberal big labor bosses. We cannot allow them to extract their revenge on Governor Walker because he had the courage to make tough choices!

I am enclosing the largest special contribution I can make at this time to help StrikeForce fight this battle. We cannot lose this election and I want StrikeForce to be in a position to do all it can to help Governor Walker.

Here is my contribution, made payable to Conservative StrikeForce for:

\$25 [ ]      \$250 [ ]      \$2500 [ ]  
\$50 [ ]      \$500 [ ]      \$5000 [ ]  
\$100 [ ]      \$1000 [ ]      Other [ ] \$ 1000

*Sorry only  
could send  
5.00 cash*

  
CASH  
\$5.00

PLEASE MAKE ALL CHECKS PAYABLE TO:

**THE CONSERVATIVE STRIKEFORCE**

Please mail your check today in the enclosed envelope!

Name: John

Address: 301

Email: \_\_\_\_\_

Batch &  
Sequence  
#1087-01

If the donor  
doesn't fill-out  
the name &  
address info;  
write it in from  
the envelope.

## CAGING PROCEDURES PERFORMED BY MACKENZIE

### Balance cash and response devices.

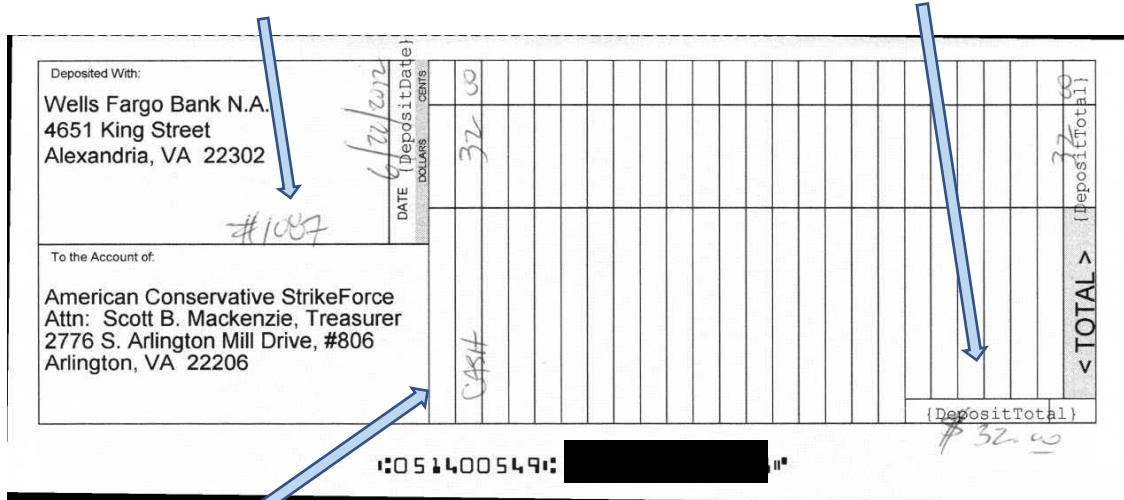
Total cash = \$ 32.00

Total response devices = \$ 32.00

After balancing, create deposit ticket.

Batch number #1087

Amount = \$ 32.00



Identify as cash

### Begin the batching process for credit cards.

Assemble all response devices that include contributions to be made by credit card and assign batch and sequence numbers. The batch numbers for credit cards include the date of receipt and the format is: CCYYYYMMDD. Therefore, the batch number for credit card contributions received on 1/16/2013 would be: CC20130116 and a sequence number beginning with "01" follows.

## CAGING PROCEDURES PERFORMED BY MACKENZIE



CONSERVATIVE StrikeForce CC2013016-01

Yes, Ambassador Bolton I am still with you and I support Conservative StrikeForce. I am not going to allow the liberals to destroy our country. I am accepting my 2013 membership card and I am proud to be a part of StrikeForce.

I am doing my part by sending my 2013 contribution made payable to Conservative StrikeForce for:

\$15 [ ] \$25 [ ] \$35 [ ] \$50 [ ] \$100 [ ] \$250  \$500 [ ]  
\$1000 [ ] \$2500 [ ] \$5000 [ ] Other [ ] \_\_\_\_\_

PLEASE MAKE ALL CHECKS PAYABLE TO: CONSERVATIVE STRIKEFORCE  
Please mail your check today in the enclosed envelope!

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: XXXXXXXXXXXXXX.COM

To contribute by credit card:  Visa  MC  Amex Amount: \$ 250.00  
Card number: XXXXXXXXXXXXXX Exp. Date: 06/15  
Signature: XXXXXXXXXXXXXX Security Code: XXXX

*Batch & Sequence*

*Contribution processed & accepted*



## CAGING PROCEDURES PERFORMED BY MACKENZIE

**Enter Donor & credit card info to online processing portal.**

Contact Information:

*For your protection: The address you provide should be the same as the billing address of your credit card. \* Required*

First Name *	Last Name *	
Street Address *	Apt.	Zip *
Email *		
Phone		
Occupation *	<input type="checkbox"/> I'm Retired	
Employer *		

Donation:

\$10	\$25	\$50
\$100	\$250	\$500
\$1,000	\$2,500	\$5,000
Other \$		

Make this a monthly contribution.

Donation Information:

Credit Card Number *		
	CSC *	?
November	2019	

**COMPLETE CONTRIBUTION**

### Online Processing Portal

Once the donor and credit card info are keyed into the online processing portal and the contribution is processed, it is either accepted or rejected. When a contribution is accepted a check mark (✓) is written on the response device. Should the donation be rejected, an "X" is applied to the response device.



### Scan deposit ticket and checks.

Prepare deposits for scanning. Check batches are scanned first and that entails scanning the deposit ticket followed by the checks in sequential order. Next, the cash batches are scanned. When scanning these deposits scan the deposit ticket and the response devices for each batch -- do not scan the actual cash. Finally scan the credit card batches. There is no deposit ticket, scan only the response devices.



## CAGING PROCEDURES PERFORMED BY MACKENZIE



Scanner

The screenshot shows a Microsoft OneDrive file explorer window titled "Accounting". The left sidebar lists various folders like Downloads, Documents, Desktop, Pictures, etc. The main area displays several PDF files with red checkmarks and the ".PDF" extension. A blue callout box points to the "Deposits" folder, which contains a PDF file named "1087.pdf". Another callout box points to the "Financials" folder, which contains a PDF file named "CC20130116.pdf".

Deposits are scanned as ".PDF" files and the batch number becomes the file name: "1087.pdf" or for credit cards: "CC20130116" and filed in the Deposits folder for that committee.

## CAGING PROCEDURES PERFORMED BY MACKENZIE



### Record Batches in the MS Access Batch Log

Screenshot of Microsoft Access showing the "Q\_ACS InHouse Donors\_Xtab Batches" table in Datasheet View. The table lists various batches with their dates, batch numbers, total amounts, and counts.

Date	Batch	Total Of Amount	Count
1/7/2013	1164	1,407.00	50
1/7/2013	1165	639.00	30
1/8/2013	1166	1,061.00	50
1/8/2013	1167	246.00	11
1/9/2013	1168	845.00	39
1/9/2013	1169	168.14	27
1/10/2013	1170	1,170.00	50
1/10/2013	1171	2,097.00	50
1/10/2013	1172	747.00	23
1/11/2013	1173	1,334.00	50
1/11/2013	1174	1,145.00	50
1/11/2013	1175	500.00	13

A callout box points to the highlighted row (Batch 1171) with the text: "Record Date, Batch number, batch total & the count of the items w/in the batch."



Mackenzie drives batches to the bank for deposit.

## CAGING PROCEDURES PERFORMED BY MACKENZIE



### Begin the Data Entry Process

	<b>Field Name</b>	<b>Data Type</b>	<b>Description</b>
	Batch Date	Date/Time	Record the batch date.
	Batch Number	Short Text	Record the batch number.
	Sequence Number	Short Text	Record the donation sequence number.
	Source Code	Short Text	Record the source code from the response device or envelope.
	Prefix	Short Text	Record the prefix (Mr., Mrs., Ms., Dr., etc.)
	First Name	Short Text	Record the donors first name.
	Middle Name	Short Text	Record the donors middle name or initial, if available.
	Last Name	Short Text	Record the donors Last name.
	Suffix	Short Text	Record the suffix (Sr., Jr., III, M.D., etc.)
	Address 1	Short Text	Record the street address (Ex. 307 East Street)
	Address 2	Short Text	Record the 2nd address line (Ex. Apt. 211)
	City	Short Text	Record the city.
	State	Short Text	Record the 2-digit state code (AK, AL, AR, AZ, ...)
	Zip Code	Short Text	Record the 5-digit zipcode.
	Plus4	Short Text	Record the 4-digit zip+4, if available.
	Contribution Amount	Number	Record the contribution amount.
	Employer	Short Text	Record the donors employer, if provided.
	Occupation	Short Text	Record the donors occupation, if provided.
	Phone Number	Short Text	Record the donors phone number, if provided.
	eMail Address	Short Text	Record the donors email address, if provided.
	Paid by	Short Text	CK = check; C\$ = cash; CC = credit card; BP = ck by phone

### Database Table

Utilizing the scanned images and the hard copies of the response devices, beginning with the first check batch, start keying the donor and contribution information into the database table. After the check batches are keyed move on to the cash batches and then the credit card batches.



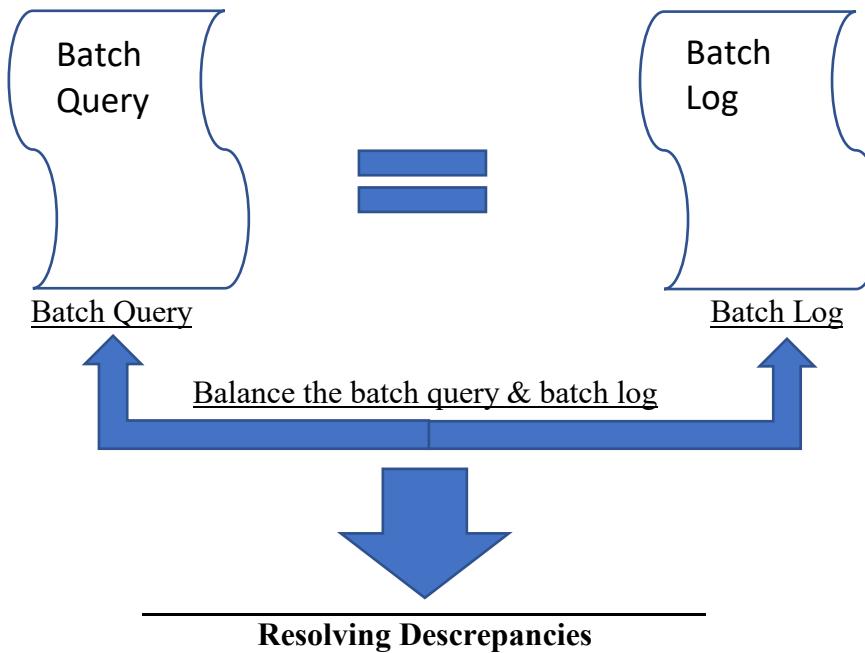
## CAGING PROCEDURES PERFORMED BY MACKENZIE

Date	Batch	Seq	Source	Prefix	First	Middle	Last	Suffix	Addr1	City	State	Zip	Plus4	Amount
8/21/2013	1269	41	JUL13	MR	BOBBY						CA	92867		25.00
8/21/2013	1269	42	JUL13	MR	FLOYD	E					CA	92572	0054	1.00
8/21/2013	1269	43	JUL13	MS	INEZ						WA	99111		30.00
8/21/2013	1269	44	JUL13	MR	EDWARD	H					FL	33455	2512	400.00
8/21/2013	1269	45	JUL13	MS	MARION						MI	49418		75.00
8/21/2013	1269	46	JUL13	MR	MILES						WA	98012	8821	2.00
8/21/2013	1269	47	JUL13	MS	EUNICE	E					MN	55927	0255	50.00
8/21/2013	1269	48	JUL13	MS	KATHLEEN	G					NJ	07928	1307	15.00
8/21/2013	1269	49	JUL13	MR	AMBROSE	W					KY	40502	2411	50.00
8/21/2013	1269	50	JUL13	MR	GEORGE	I					PA	15963	1923	10.00
8/21/2013	1270	01	JUL13	MRS	BETTY	MAY					TX	78633	4707	10.00
8/21/2013	1270	02	JUL13	MS	TRESSIE	M					IN	46714	3719	25.00
8/21/2013	1270	03	JUL13	MRS	BETTYE						OR	97754	2258	50.00
8/21/2013	1270	04	JUL13	MR	KEVIN						FL	34613		25.00
8/21/2013	1270	05	JUL13	MR	MAURICE	E					CA	94563	2321	10.00
8/21/2013	1270	06	JUL13	MRS	ALICE	A					TX	78962	3204	20.00
8/21/2013	1270	07	JUL13	MRS	GLORIA	M					CA	92118	3233	25.00
8/21/2013	1270	08	JUL13	MR	L	PHILLIP					MO	64068		20.00
8/21/2013	1270	09	JUL13	MRS	ANNA	M					CA	93010	8848	25.00
8/21/2013	1270	10	JUL13	MR	SAM						AZ	85306		25.00
8/21/2013	1270	11	JUL13	MS	NELL						NE	68467	2203	20.00

Recorded data by batch



Run a batch query from the data table.



If the number of items in the query disagrees with the batch log; look for omissions if less or duplicates if more. Likewise, if the batch total disagrees with the batch log; review all amounts keyed to ensure that the amount donated and amount keyed agree.

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### Non-Donor Correspondence

Non-Donor Correspondence generally represents one-fifth (1/5) to one-third (1/3) of direct mail returns. Therefore, if the committee receives 100 returns, there will most likely be between 20 - 33 items that do not contain a contribution.



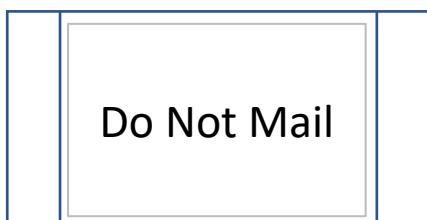
Nixie is a name given by USPS to a piece of mail which is undeliverable as addressed. If a forwarding order has lapsed, the forwarding address is printed on the envelope and the master file must be updated.



Many times a donor wants to make a contribution but is financially unable. In those instances they will send their regrets and often say that in the future they hope to donate.



It is not uncommon for donors to send magazine or newspaper articles; some have even sent books. They will also at times provide their own theories or predictions of election outcomes.



If a donor feels overwhelmed by fundraising requests, they will ask to be taken off the list. In these cases the donor is "flagged" as DNM -- Do Not Mail.

**THAT IS THE END OF THE DAILY CAGING PROCESS**